

Application for Special Event

Northern Nevada Pride

Festival and Community Pride Parade

Saturday, July 26, 2014

Wingfield Park

Reno Riverwalk District

Lunsford Park

Jeromy Manke

Build Our Center, Inc.

P.O. Box 54

Reno, NV 89504

Northern Nevada Pride / Reno Jazz Festival

EVENT NAME

Wingfield Park, Parade will be through Riverwalk District

EVENT LOCATION

EVENT DATES AND TIMES

Setup Date	July 26, 2014	Setup Start Time	6:00 a.m.
Event Start Date	July 26, 2014	Event End Date	July 26, 2014
Daily Event Start Time	10:00 a.m.	Daily Event End Time	10:00 p.m.
Dismantle Date	July 26, 2014	Dismantle End Time	11:00 p.m.

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

Northern Nevada Pride celebrates diversity, awareness and acceptance of the LGBT community with a country fair flare! Live music is showcased, with food, fun and more! Visit NorthernNevadaPride.org for details. Reno Jazz Orchestra's "Bring Me the Funk of James Brown" begins at 7pm, visit www.renojazzorchestra.org

Jeromy Manke/Chuck R

(775) 815-9450

ON SITE CONTACT

ON SITE NUMBER

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno.

Indemnification of the City of Reno. By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE

EVENT COORDINATOR'S NAME


Jeromy Manke

TYPE OF EVENT

See FAQ for clarification of event types

- ☒ Special Activity
- ☒ Special Event – Parks
- ☒ Special Events – Street / Sidewalk Occupancy

EVENT WILL INCLUDE

(check all that apply)

- ☒ Amplified Sound/Multimedia
Attachment A Required
- ☒ Street/Sidewalk Occupancy
Attachment B Required
- ☒ Alcohol Service
Attachment C Required
- ☒ Vendors/Exhibitors
Attachment D Required
- ☐ Privileged Sales
Attachment E Required
- ☒ Event Set-Up
Attachment F Required
- ☒ Park Usage
Attachment G Required
- ☐ Food/Beverage Service
Contact Washoe County Environmental Health Services (775) 328-2620

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

FIRE DEPARTMENT

1. Provide a site plan of set up:

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. Your event site plan must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

2. Fire Inspection:

A Fire Inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the applicant will be given one opportunity for compliance. Failure to adhere to these requirements may result in citation, delay of opening, or closure of the event. The organization holding the event is responsible for making all vendors aware of the Reno Fire Department guidelines listed in Attachment F, as well as all requirements noted on any issued permits.

3. Additional Information:

Will you be using any of the following? Check all that apply:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Flammable or compressed gases | <input checked="" type="checkbox"/> Exit obstructions | <input type="checkbox"/> Dust or spark production |
| <input type="checkbox"/> Fire lane or hydrant obstruction | <input checked="" type="checkbox"/> Temporary electrical wiring | <input checked="" type="checkbox"/> Bleachers |
| <input type="checkbox"/> Cooking vendors | <input type="checkbox"/> Indoor vehicle display | <input type="checkbox"/> Loose seats/chairs over 200 |
| <input type="checkbox"/> Fenced area or building to be occupied by 50 or more people | | |

Separate Permit Requirements:

One or more of the following activities (\$85)

☐ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☐ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☐ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

Pyrotechnic activity (\$225)

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

For Additional Information Contact:

Reno Fire Department

775-334-2300

775-334-3826 FAX

RFDSpecialEvents@reno.gov

INSURANCE, TERMS AND CONDITIONS

General Liability Insurance

Special Event applicants must provide a policy of general liability insurance for the specific dates of the event naming the “City of Reno, its officers, employees, and agents” as an Additional Insured. The policy must be obtained from a carrier licensed to do business in the State of Nevada.

Minimum general liability insurance limits are as follows:

1. Combined single limit of \$1,000,000 per occurrence.
2. Automobile liability insurance limits are \$1,000,000 combined single limits (only required for events involving production vehicles such as carnivals).

These terms and conditions are not to be changed by any words added by Event Organizer. Any change in terms must be agreed to by the City, in writing.

Certificate of Insurance is required at least 30 days before the event.

Fax to:

775-326-5150 – Special Events - Parks

775-334-2097 – Special Events - Street/Sidewalk Occupancy

Indemnification of the City of Reno. As a further condition of this permit, the permittee shall indemnify, defend and hold harmless the City and its officers, agents and employees (collectively “Indemnitees”) from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys’ fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the permittee or the permittee’s principals, agents, employees, subcontractors, vendors or invitees related to or arising out of the permitted event. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

Any and all questions regarding insurance should be directed to:

Risk Management Division
c/o City Attorney’s Office
1 East First St. – 3rd Floor
Reno, NV 89505
775-334-3838

DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?

☒ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☐ No.

Describe refuse removal plan:

As events will be held in Wingfield Park, Park Staff will be collecting trash and recyclable materials.

Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).

Method and types of recyclable material collection:

☐ cans

☐ plastic bottles

☐ paper materials

☐ cardboard

☐ other

Describe recycling plan if event is not taking place in a City park:

How will you promote recycling at your event?

Addendum to Special Events Application

Northern Nevada Pride

Festival – Saturday, July 26, 2014

Wingfield Park

- **Event Date and Times**
 - **The event has been approved as part of Artown.**
 - We are requesting that set-up start time begin at 6:00 a.m.
 - The festival will begin at 11:00 a.m. immediately following the COMMUNITY Pride Parade.
 - The festival will end at 4:00 p.m. and clean up with follow immediately, so that setup can begin for Reno Jazz Orchestra.
- **Host Organization Information**
 - Build Our Center, Inc. is a registered 501(c)(3) non-profit organization. The tax-exempt ID number is 27-0313693.
- **No admission will be charged for the festival or the parade.**
 - \$5.00 donations will be requested at the entrances to the festival.
- **Insurance, Terms and Conditions**
 - Insurance will be obtained according to the requirements set forth by the City of Reno.
- **Accessibility Plan**
 - Due to the downtown location of the event, we hope to utilize City of Reno parking for event attendees. Allowing for easy access, via foot, to the parade route and festival. Please see explanation on Special Event Application.
 - All sidewalks will remain open and unobstructed during the event.
 - Portable restrooms will be provided in Wingfield Park for use by the public and event attendees.
 - Additional parking has been discussed at Harrah's Reno, who is the host hotel and a sponsor of the event.
- **Fire Department**
 - *Temporary electrical wiring* is planned on being used for the sound systems at the Wingfield Park Amphitheater and at the secondary stage on the west side of the park. We plan on using extension cords, appropriately marked and covered.

- *Canopies without side-walls* will be utilized throughout the park. None of which will exceed the permit requirements. Any and all canopies will be removed prior to the dismantle end time.
- Proper notification and information will be provided to the City of Reno Fire Department prior to the event.

- **Emergency Medical Services**

- Based upon our understanding of the EMS Coverage Analysis Flow Chart, a first aid station with an EMT is required for the event. We plan on having a certified medical professional on standby at the festival location in Wingfield Park or at the parade staging area.
- Proper notification and information will be provided to the local medical centers prior to the event.

Addendum to Special Events Application

Northern Nevada Pride

CommUNITY Pride Parade – Saturday, July 26, 2014

Reno Riverwalk District

- **Event Date and Times**
 - **The event has been approved as a part of Artown.**
 - We are requesting that set-up start time begin at 7:00 a.m. at the staging area on Jones Street and Riverside Drive.
 - The parade will begin at 10:00 a.m. from the staging area on Riverside Drive and continue until roughly 11:00 a.m.
 - We are requesting that the dismantle end time be set at 12:00 p.m., in order to provide for unforeseen circumstances or delays.
- **Host Organization Information**
 - Build Our Center, Inc. is a registered 501(c)(3) non-profit organization. The tax-exempt ID number is 27-0313693.
- **No admission will be charged for the festival or the parade.**
 - \$5.00 donations will be requested at the entrances to the festival.
- **Insurance, Terms and Conditions**
 - Insurance will be obtained according to the requirements set forth by the City of Reno.
- **Accessibility Plan**
 - Due to the downtown location of the event, we hope to utilize City of Reno parking for event attendees. Allowing for easy access, via foot, to the parade route. Please see explanation on Special Event Application.
 - All sidewalks will remain open and unobstructed during the event.
 - Should portable restrooms be deemed necessary, we will ensure that sufficient services are provided. Due to the proximity to the festival space in Wingfield Park, spectators may utilize the restroom facilities there.
 - Please see route plans for additional parking information.
- **Fire Department**
 - *Temporary electrical wiring* is planned on being used for the sound system, based on First Street across from Stevenson. We plan on using extension cords,

appropriately marked and covered, along with a *gas-powered generator*. The generator will be appropriately marked and access restricted.

- *Volunteers will be assigned to monitor the generator and area immediately surrounding it.*
- *Canopies without side-walls* will be utilized within the grass area between Jones Street and Riverside during the staging portion of the event. None of which will exceed the permit requirements. Any and all canopies will be removed prior to the dismantle end time.
- Proper notification and information will be provided to the City of Reno Fire Department prior to the event.

- **Emergency Medical Services**

- Based upon our understanding of the EMS Coverage Analysis Flow Chart, a first aid station with an EMT is required for the event. We plan on having a certified medical professional on standby at the festival location in Wingfield Park or at the parade staging area.
- Proper notification and information will be provided to the local medical centers prior to the event.

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT A

CITY OF RENO SOUND AMPLIFICATION/MULTIMEDIA PERMIT

- Amplified sound/multimedia is permitted at Special Events and Special Activities only with a Sound Amplification Permit.
- It is the policy of the City of Reno to allow amplified sound/multimedia between the hours of 8:00 a.m. and 10:00 p.m or after a park closing hour, whichever occurs first. The decibel range will be no louder than 75 decibels at the outermost boundaries of the event.
- Per Reno Municipal Code (RMC) Section 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with RMC section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor.
- The City of Reno encourages event organizers to ensure that amplified sound/multimedia content is family-friendly, particularly at outdoor events held on public property.

Event Name	N. Nevada Pride/Reno Jazz Orchestra	Event Date	July 26, 2014
Time Start	10:00 a.m.	Time End	10:00 p.m.
Type of Event	Parade and Entertainment Festival / Concert		
Event Location	Wingfield Park, Parade through Riverwalk District		
Type of Amplification or Multimedia	<input checked="" type="checkbox"/> Voice/Speech <input checked="" type="checkbox"/> DJ/Music/Karaoke	<input checked="" type="checkbox"/> Live Music (Band) Other	

- By filing this permit I agree to take all steps reasonably necessary to resolve complaints about my use of amplified sound / multimedia and to ensure compliance with the provisions of the Ordinance.
- The applicant and this permit must be in the immediate area of the sound amplifying equipment during any testing or use.
- This permit does not grant permission to disturb the peace or violate RMC 8.12.020 or 8.23.085.
- This permit must be in the possession of the person operating the sound amplification/multimedia equipment and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

Signature of Applicant 

Approved by _____

Addendum to Attachment A

Northern Nevada Pride

Festival and CommUNITY Pride Parade – Saturday, July 26, 2014

Wingfield Park Reno Riverwalk District

- We will be utilizing the City of Reno sound system at the Wingfield Park Amphitheater. In conjunction with City of Reno policies, approved staff will be hired to control the system.
- We are requesting use of the parking spaces on First Street, across from the Greyhound Station, in order to set up bleachers and allow for spectator seating. An announcer's booth including DJ/Music will be used on the North side of the street at this location, as well as the staging area between Jones Street and Riverside Drive.

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT B

ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

***For purposes of this application, Public Right-Of-Way is defined as
any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.***

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish locations, direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or to any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

STREET CLOSURES OR RESTRICTIONS

Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply:

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time	OTHER DOWNTOWN STREETS	Cross Street	Cross Street	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St	<input type="text"/>	<input type="text"/>	Arlington Ave	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
Ryland St to Pine St	<input type="text"/>	<input type="text"/>	Lake St	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
Pine St to Court St	<input type="text"/>	<input type="text"/>	Wells Ave	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
Court/State St to Mill St	<input type="text"/>	<input type="text"/>	Center St	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
Mill St to First St	<input type="text"/>	<input type="text"/>	Sierra St	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
First St to Second St	<input type="text"/>	<input type="text"/>	First St	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
Second St to Commercial Row	<input type="text"/>	<input type="text"/>	Second St	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
Commercial Row to Third St	<input type="text"/>	<input type="text"/>	Commercial Row	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
Third St to Plaza St	<input type="text"/>	<input type="text"/>	Third St	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
Plaza St to Fourth St	<input type="text"/>	<input type="text"/>	Plaza St	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
Fourth St to Fifth St	<input type="text"/>	<input type="text"/>	Fourth St	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
Fifth St to Sixth St	<input type="text"/>	<input type="text"/>	Fifth St	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>
			Sixth St	from <input type="text"/>	to <input type="text"/>	<input type="text"/>	<input type="text"/>

If your event involves a location other than or in addition to those listed on the previous page, select the right- of-way impediment(s) that applies to your event.

- ☐ One-block street closure Location: _____ Date(s)/Time(s): _____
- ☐ Lane closure Location (incl direction): _____ Date(s)/Time(s): _____
- ☒ Sidewalk occupancy Location: Along parade route Date(s)/Time(s): 7/26/2014 from 9am to 12pm
- ☒ Other closure or use of public right-of-way (describe): _____ Date(s)/Time(s): 7/26/2014 from 9am to 12pm
- Please see attached list of street closures along parade route.

- ☐ ReTRAC Plaza*– East (between Sierra St & Virginia St) Date(s)/Time(s): _____
- ☐ ReTRAC Plaza*– West (between West St & Sierra St) Date(s)/Time(s): _____
- *Maximum uniform load is 125 pounds per square foot.*

STREET CLOSURE PRESS RELEASE

If your event involves a street or sidewalk closure or restriction of any kind, you must prepare and attach to this permit application a draft press release indicating which streets will be impacted, for what days and times and suggested alternate routes. This release must have a contact name and phone number should the media require additional information.

PARKING / SHUTTLE

While special events are a benefit to local residents, they can also severely impact traffic, parking and disrupt citizens' ability to travel around their hometown.

How do you intend to lessen the impact of your event (traffic/parking) on local businesses and residents?

See attached.

Where will event participants park?

See attached.

Addendum to Attachment B

Northern Nevada Pride

CommUNITY Pride Parade – Saturday, July 26, 2014

Reno Riverwalk District

- **Route Criteria**
 - Our main goals are: to provide a short, cost effective route through the downtown area, and to end the parade near the Wingfield Park Amphitheater.
 - We expect minimal set-up and staging due to the nature of the parade.
- **ROUTE – Riverside Drive to Arlington Avenue**
 - **Street Closures:**
 - Jones Street at Washington Street to Riverside Drive
 - Riverside Drive at Washington Street to Ralston Street
 - Ralston Street from Riverside Drive to First Street
 - Only half of the intersection need be utilized in order for parade route to turn right onto First Street. This would effectively leave the other half open to allow traffic flow from southbound Ralston onto westbound First Street and eastbound First Street onto northbound Ralston.
 - First Street from Ralston Street to Arlington Avenue
 - Participants would then follow rules of the road to exit the parade route after Arlington Avenue, or adjacent sidewalks and crosswalks, as well as the footbridge into Wingfield Park.
 - Arlington Avenue would be closed.
- **Moving Route**
 - Start at Jones Street/Riverside Drive staging area
 - Travel east on Riverside Drive to Ralston Street
 - Right on Ralston Street to First Street
 - Right on First Street to Arlington Avenue
- **Route Map**
 - Please see accompanying route map pages.
- **Emergency Access**
 - The parade route would utilize only the southern-most lane (eastbound) on both Riverside Drive and First Street. This would allow for emergency

access on the northern-most lane (eastbound) on both Riverside Drive and First Street.

- Although the northern-most lane (westbound) of First Street would be partially obstructed with the announcer's booth.

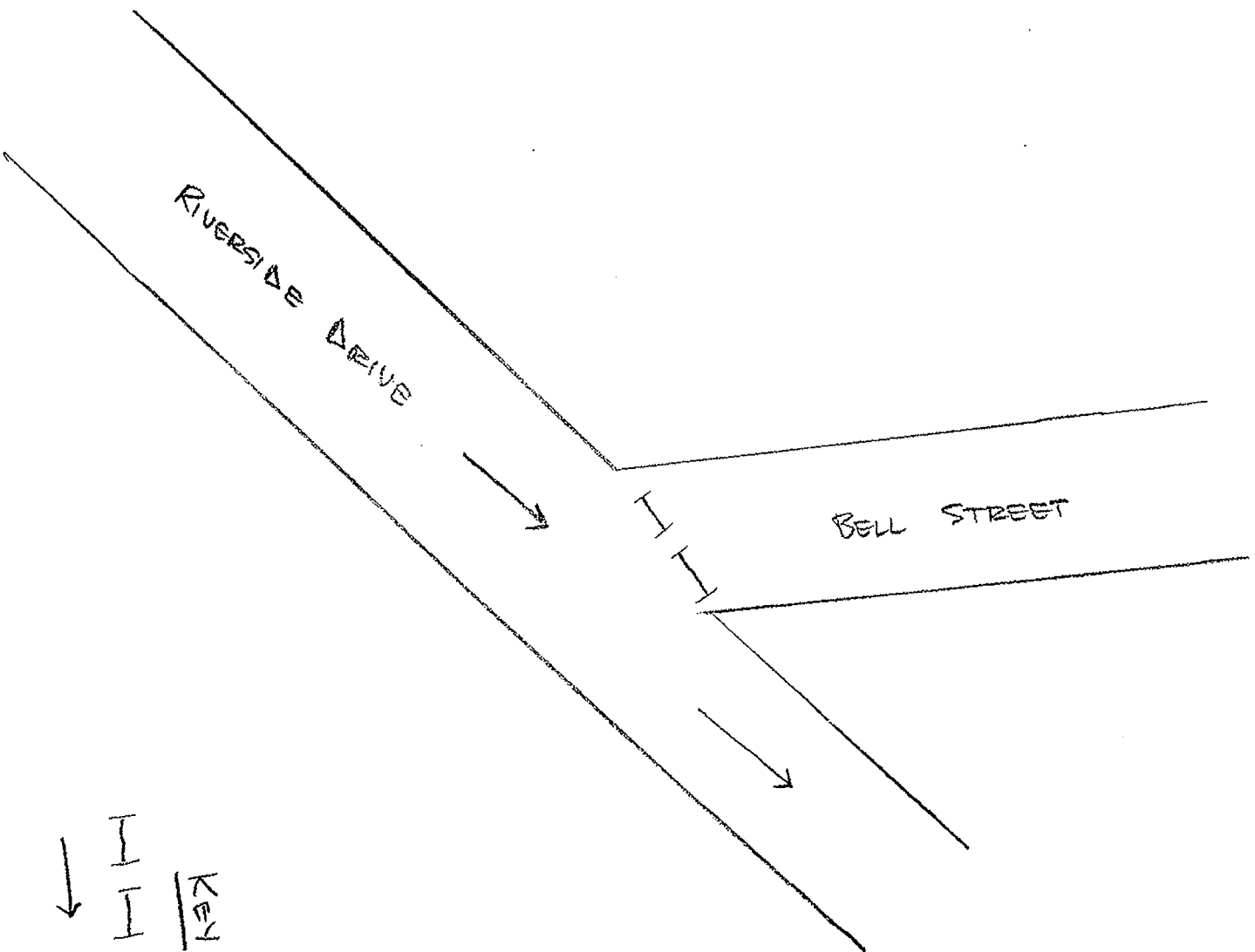
- **Parking/Accessibility**

- City of Reno parking in and around the downtown area will be utilized. Open parking lots include: Court and Sierra, Second and Arlington, McKinley Arts and Culture Center, and open street parking.
 - Possible utilization of parking structure at Sierra and First Street.
- All sidewalks will remain open.

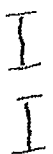
- **Street Closure Press Release**

- Please see accompanying page.

NORTH
↓



KEY



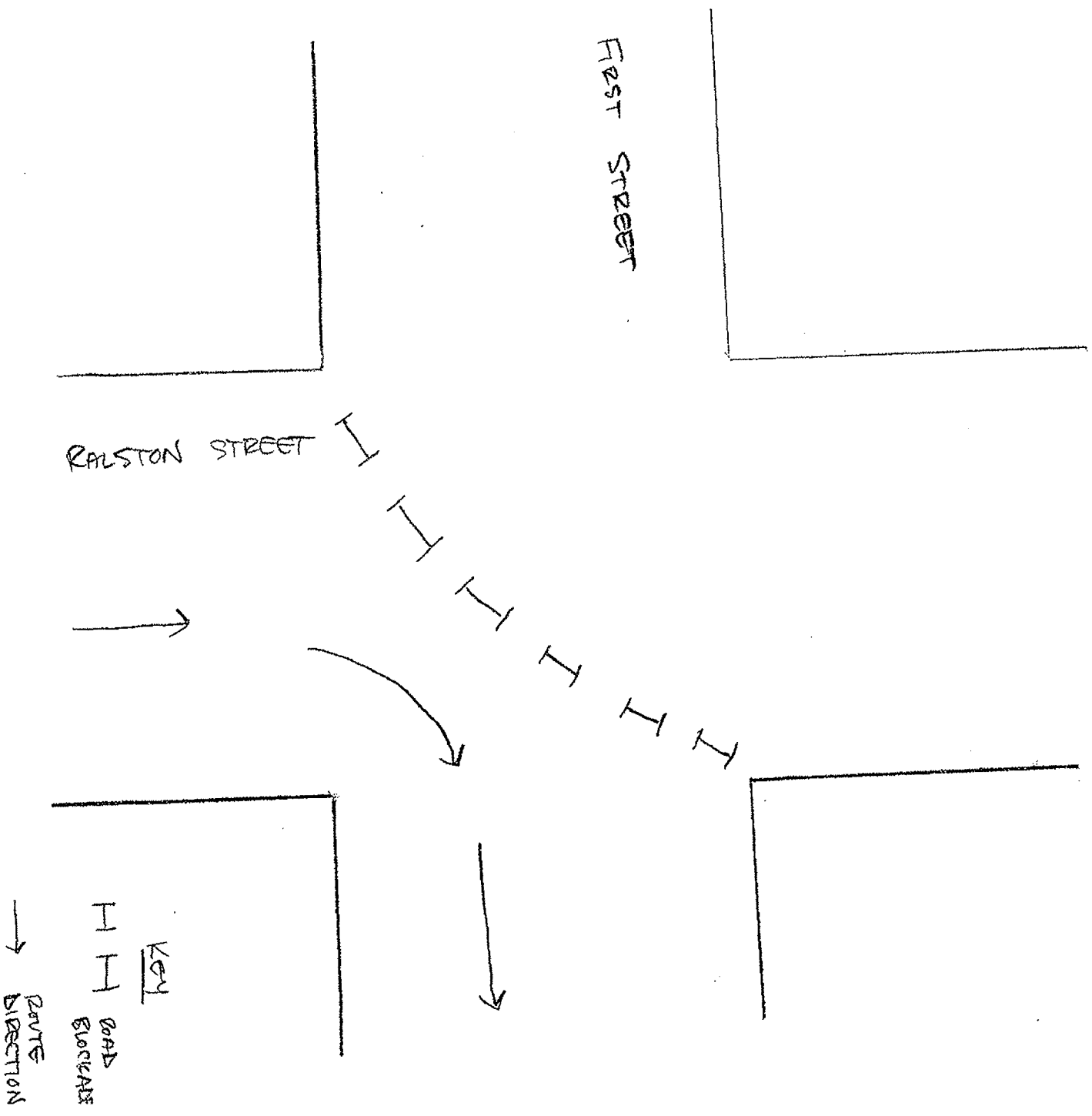
ROAD BLOCKADE



ROUTE DIRECTION

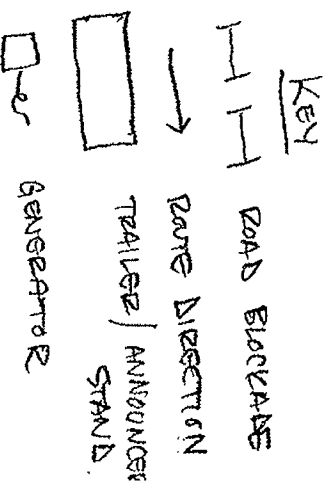
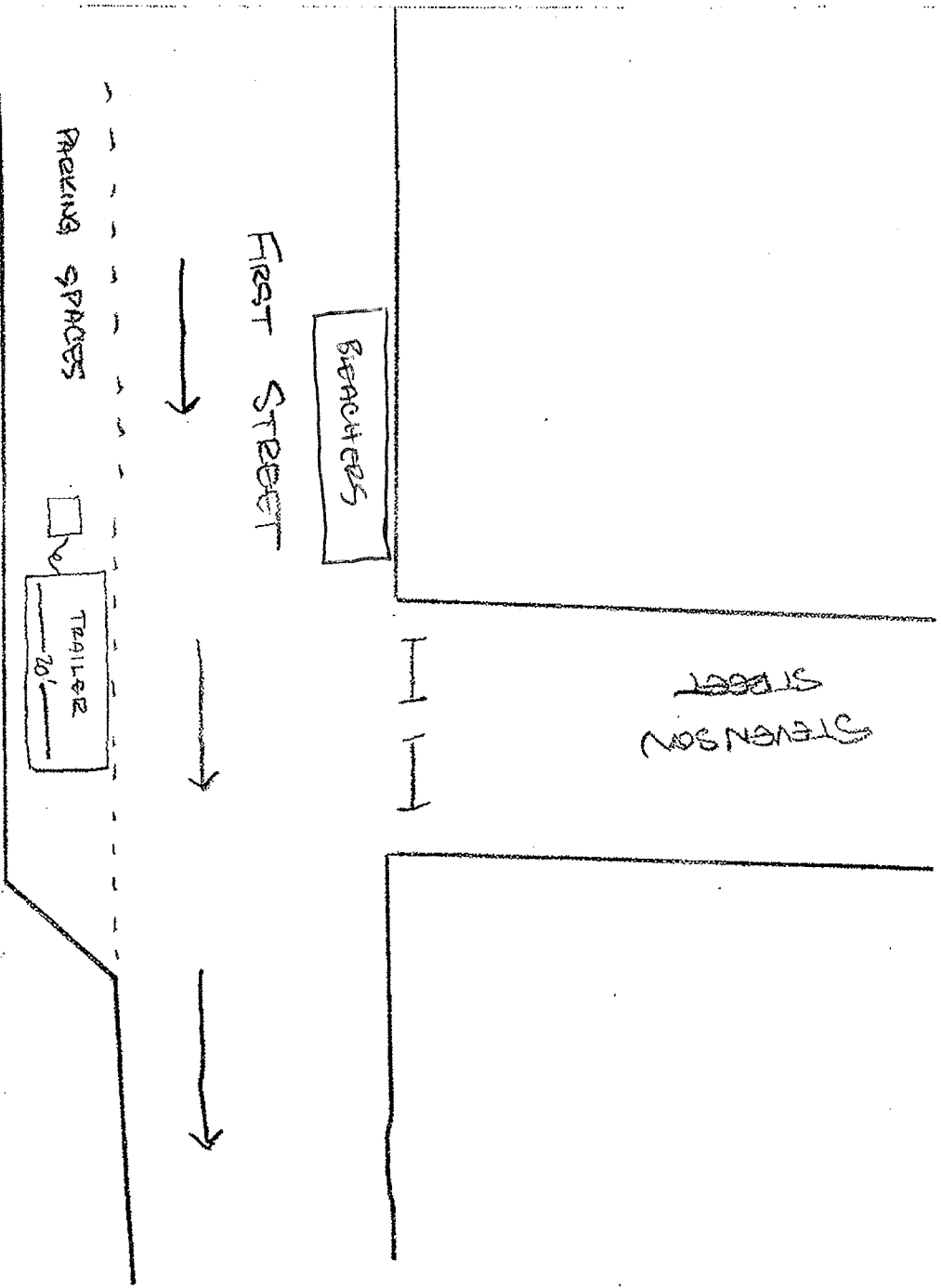
PARADE ROUTE: RIVERSIDE DRIVE / BELL STREET

North
↑



PARADE ROUTE: RALSTON STREET / FIRST STREET

NORTH
↗

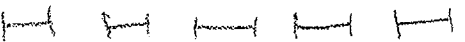


PARADE ROUTE: FIRST STREET / STEVENSON STREET



S. ARLINGTON AVENUE

FIRST STREET



Key

ROAD BLOCKADE
→ ROUTE DIRECTION

PARADE ROUTE: FIRST STREET / ARLINGTON AVENUE

Mailing Address:
P.O. Box 54
Reno, NV 89504



www.BuildOurCenter.org

Phone: 775.298.1479
Cell: 775.815.9450
buildourcenter@gmail.com

May 18, 2014

NOTICE OF STREET CLOSURE

Re: **NOTICE OF STREET CLOSURE:** Jones Street from Washington to Riverside; Riverside from Washington to First Streets; First Street from Ralston to Arlington Avenue; Stevenson Street from First Street to Second Street; Arlington Avenue from First Street to Island Avenue

It is with great pride and excitement that we announce the **Northern Nevada Pride Festival and Community Pride Parade on Saturday, July 26th, 2014**. This festival and parade, through which we strive to promote unity and acceptance of all individuals within the greater Northern Nevada community, will feature local businesses and organizations that work and serve in our community each and every day. Along with music and festivities, several groups will be on hand to promote awareness on many important issues. However, the celebration would not be complete without you: our neighbors and supporters. That is why we are asking and inviting you to come out and enjoy the festival and parade, while celebrating pride in our community.

Attendees may utilizing parking on City of Reno streets in the area, including metered parking spaces, City of Reno parking lots located on W 2nd Street and Sierra Street, and public parking complexes in the downtown area.

In order to reduce the inconvenience and impact on our community members, the following street closures will only be in effect for on **Saturday, July 26th, 2014**:

STREET CLOSURES:

Jones Street from Washington Street to Riverside Drive – **Closed from 8:00 a.m. to 11:30 a.m.**

Riverside Drive from Washington Street to Ralston Street – **Closed from 10:00 a.m. to 11:30 a.m.**

Ralston Avenue from Riverside Drive to First Street – **Closed from 10:00 a.m. to 11:30 a.m.**

First Street from Ralston Street to Arlington Avenue – **Closed from 10:00 a.m. to 11:30 a.m.**

Stevenson Street from First Street to Second Street – **Closed from 10:00 a.m. to 11:30 a.m.**

Arlington Avenue from First Street to Island Avenue – **Closed from 7:00 a.m. to 5:00 p.m.**

ALTERNATE ROUTES:

Second Street as alternate to First Street closure at Ralston Street and Arlington Avenue.

We apologize for any inconvenience or delays that may be caused during the period of street closures. If you have any questions or would like to be more involved with the event, please do not hesitate to contact us at buildourcenter@gmail.com. We are very excited to celebrate the diversity of our community with you!

CONTACT INFORMATION:

Jeromy Manke
(775) 815-9450
buildourcenter@gmail.com

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT C

SPECIAL ACTIVITY/EVENT ALCOHOL SERVICE PERMIT

Application Date: March 31, 2014 **Event Date:** July 26, 2014 **Name of Event:** Northern Nevada Pride
Event Location(s): Wingfield Park **Liquor License Name/Number:** In process

ALCOHOL/VENUE SERVICE REQUIREMENTS

1. Outdoor alcohol sales/service is limited to beer, wine and commercially premixed beverages only. On-site mixing of beverages containing hard liquor/spirits is prohibited at events held on City of Reno property.
2. For events held on City of Reno property, all alcoholic beverages will be served in plastic or paper containers that do not exceed 16 oz. **Alcohol vendor must keep any glass containers that are used in their booth space and must recycle them properly at the end of the event.**
3. For events held in downtown Reno, all alcoholic beverages will be served in custom plastic or paper containers that do not exceed 16 oz. and have the event logo and date imprinted on them. Wristbands must be issued after proof of age is checked.
4. Alcohol sales, consumption and possession will be restricted within a defined and designated Special Event or Activity Area. A sober responsible adult of at least 21 years of age will be assigned to each alcohol sales or distribution point. Security and/or Event Personnel are responsible for checking the identification of patrons to ensure alcoholic beverages are not sold or furnished to minors or grossly intoxicated person(s). Security personnel will be posted at the entrance(s) and exit(s) to the defined alcohol venue to control the activity as described above.
5. A method of defining the boundaries of the designated alcohol zone is required. The purpose of defining the alcohol zone is to restrict the possession and consumption of alcohol to a defined area for participants, vendors and the public. Alcohol zone boundaries can be established via the creation of "beer gardens" or other clearly defined event boundaries. Event alcohol boundaries may be delineated by the usage of fencing, steelcades, barricades, signage, or security personnel as approved by the committee. Posting of signage indicating "**No Alcohol Beyond This Point**" or similar wording is required.
6. Alcohol sales will cease one (1) hour prior to the scheduled daily end time of the event.
7. It is understood that it is a violation of this special event alcohol permit if minors are in possession of alcohol, sales of alcohol to minors occur, and/or gross intoxication of participants is permitted, and/or operations are conducted without proper licensing. The Police, Fire, Public Works, Parks and Recreation and Business License Departments, the City Manager and/or his designee may direct that all alcohol sales within the event be terminated for the remainder of the event or other corrective action be taken, as deemed necessary.
8. Any changes or additions to the conditions above will only be made in writing, and agreed to by both parties in advance of the event.
9. If applicant(s) fails to comply with all local laws, terms and conditions of this agreement, the City may terminate the alcohol sales/service and/or prohibit the event from being held.

In Process

Signature of Liquor License Holder

Date

FOR POLICE DEPARTMENT USE ONLY

Wristbands Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Custom Cup Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hand Stamp Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Required ID Check Performed at Alcohol Service Location	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Authorized Number of Alcohol Service Locations/Beer Gardens _____

Locations _____

Signage Required _____ ☐ Yes ☐ No

Type of Alcohol Zone Boundary Designation _____

Event Closure Time _____ Alcohol Sales Must Stop At _____

Approval of this event will require that the promoter hire uniformed Security personnel from a licensed City of Reno security agency. Volunteer staff can assist with overseeing the event. ☐ Yes

This event requires uniformed Reno Police Officers, an estimate will be provided prior to the event through the Special Events permit process. ☐ Yes

No uniformed security required due to the size and nature of the event. ☐ Yes

Minimum Uniformed Security Officers Required _____ Volunteer Security Minimum _____

Additional Comments:

RPD Review By:

- This permit must be in the possession of the person coordinating the Special Activity or Event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

IMPORTANT RULES/GUIDELINES

- Alcohol purchased inside a casino, bar, or liquor store may not be consumed outside.
- Alcohol vendors must apply wristbands to patron's wrist after confirming he/she is 21 years old or over.
- Alcohol vendors will serve alcohol in approved plastic cups only. No other container is acceptable.

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT D

VENDOR AND EXHIBITOR INFORMATION

Please submit an initial vendor list with application.

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity/event.

A vendor is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, benefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.

As the Event/Activity Organizer, I understand it is my responsibility to:

- Collect and submit all State or other entity-required, taxes and fees.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.
- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department.*

**Note: Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained by calling 775.328.2620.*

Event Name Northern Nevada Pride Event Date July 26, 2014
Number of Vendors/Exhibitors Estimated to have 20+

Use the following page (and additional pages if necessary) to indicate the vendors/exhibitors participating in your activity.

- Food and beverage vendors, vendors selling merchandise and all exhibitors who will be advertising need to be listed.
- Individual non-profit vendors/exhibitors that will be present also need to be listed; however, if proof of their non-profit status is included, then temporary vendor fees will not apply.

VENDOR/EXHIBITOR LIST

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity.

BUSINESS NAME	ITEM(S) OR TYPE OF PRODUCT	BUSINESS PHYSICAL ADDRESS	CITY OF RENO BUSINESS LICENSE #
Build Our Center, Inc.	Non-Profit	515 Court Street, Reno, NV 89501	N/A
Stonewall Democrats of Nevada	Political Organization	1465 Terminal Way Reno, NV 89502	N/A
Harvey Law Firm, PLLC	Law Firm	515 Court Street Reno, NV 89501	-
UNR Queer Student Union	Student Organization	UNR - JCSU Mail Stop 058 Reno, NV 89557	N/A
Northern Nevada HOPES	Non-Profit	467 Ralston Street Reno, NV 89501	N/A
Bruka Theater	Non-Profit	99 N. Virginia Street Reno, NV 89501	N/A
Center for Student Cultural Diversity	University Organization	UNR-JCSU Mail Stop 058 Reno, NV 89557	N/A
A Salon 7	Salon	495 Morrill Ave Reno, NV 89512	-
Silver Dollar Court	Non-Profit	P.O. Box 6581 Reno, NV 89513	N/A
Reno AIDS Walk	Non-Profit	685 E Greg St Sparks, NV 89431	N/A
Reno Rainbow Fest	Event Organization	P.O. Box 34743 Reno, NV 89533	-

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT G

RULES AND REGULATIONS FOR PARK SPECIAL EVENTS

PARK RENTAL NUMBER: 308544

Violations of the below regulations can result in the loss of your deposit:

- Set up is park rental time as stated on the reservation sheet
- No driving on the lawn
- Vehicles can not be left in event area unless they are part of the display
- No glass containers on park property
- No stakes or spikes driven into park property
- All decorations must be removed by the event and its vendors
- No driving in event area during event hours
- No parking in the loading zone area – unload and move the vehicle
- No parking or blocking the sidewalk
- Vendors must dispose of grease according to Washoe County Health Department regulations
- If event is at City Plaza, no driving on the ice rink pad
- No damage to turf area or irrigation system
- Bounce house must provide its own portable generator
- Bounce houses must be set up on non-turf/non-plant areas
- Dunk tanks must have prior approval, removal of water must follow the regulations of the Washoe County District Health Department
- No dogs allowed during special events unless special permission has been granted (e.g., Paws in the Park – animals are the event)

MAPS OF SPECIAL EVENT PARKS Site Plans

Maps of Wingfield Park, West Wingfield Park, City Plaza, McKinley, and Idlewild (3) are on the following pages. Please select the park that you are holding your event in and use the map provided to fill in your site layout.

Attachment G

Festival and CommUNITY Pride Parade – Saturday, July 26, 2014

Wingfield Park

Reno Riverwalk District

Lunsford Park

- **Park Use and Reservation**
 - Wingfield Park will be utilized for the festival portion of the event.
 - Lunsford Park, located on Jones Street and Riverside Drive, will be utilized as part of the parade staging area.
 - Pop-up canopies without sidewalls will be utilized in both park areas.

We have contacted Peggy Nelson-Aguilar with Reno Parks and Recreation to reserve the space.



City of Reno

Parks, Recreation and Community Services

McKinley Arts & Culture Center

925 Riverside Drive

Reno, NV 89503

Phone: 775-657-4630

FAX: 775-334-2598

Special Events Rental

Printed: 19 Feb 2014, 01:47 PM

User: aguilar

Contract Number:	308544	Reservation taken by:	aguilar
Date:	19 Feb 2014	Status:	Tentative

City of Reno Recreation Division, hereby grants Build Our Center (hereinafter called the "Licensee") represented by Jeromy Manke, permission to use the Facilities and/or equipment as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

a) Purpose of Use

Special Event-MUST Be Approved SE Office
Reno Rainbow Fest

b) Conditions of Use

1. User MUST have this permit available the day of the event.
2. User is responsible for reading and following all facility guidelines.
3. User is responsible for the set-up and clean-up of the facility.
4. User is required to CLEAN UP area after use - A clean up or repair assessment will be charged if areas are damaged or need additional cleaning, per Section 4 below.
5. AMPLIFIED SOUND NOT ALLOWED unless a Sound Amplification Permit is purchased.
6. NO GLASS bottles or containers allowed.
7. NO STAKES - Shade canopies may be anchored by sand bags or water buckets ONLY.
8. Drinking Fountains are the only source of water available. No hose bibs available.
9. If Bounce House/Dunk Tank APPROVED - must be placed on asphalt/paved surface; CANNOT be placed on grass. Licensee must provide generator.
- Party will be TERMINATED if Bounce House/Dunk Tank is placed on grass.
10. Children must be supervised at all times.

c) Date and Times of Use

Number of Bookings: 3

Expected Attendance: 2,000

Facility/Equipment	Day	Start Date	Start Time	End Date	End Time	Fee	XFee	Total
Misc. Park Use - Misc. Park Use	Sat	26 Jul 2014	06:00 AM	26 Jul 2014	12:00 PM	\$35.00	\$0.00	\$35.00
Wingfield Park & Whitewater Park - East	Sat	26 Jul 2014	06:00 AM	26 Jul 2014	05:00 PM	\$200.00	\$543.00	\$743.00
Wingfield Park & Amphitheater								
Wingfield Park & Whitewater Park - West	Sat	26 Jul 2014	06:00 AM	26 Jul 2014	05:00 PM	\$225.00	\$0.00	\$225.00
Wingfield Park								

d) Additional Fees

Extra Fee - Bookings
A&C - SE Application Fee 0-49 Vendors
A&C - Special Event Staff

Fee:
\$103.00
\$440.00
\$543.00

e) Payment Method

Rental Fees	Extra Fees	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$460.00	\$543.00	\$1,003.00	\$0.00	\$0.00	\$1,003.00	\$0.00
Balance of rental due and payable immediately.						

f) Other Information

Dunk Tank	Dunk Tanks NOT Allowed
Outside Electricity	YES -Permit Issued -\$25 110 Volt/15 Amp
Beer/Wine ONLY Permit	YES- Beer/Wine \$50 Permit Issued
Bounce House	NO - Bounce House will NOT be used
Sound Amplification	YES - Permit Issued \$20 - 75 decibel MAX

User: aguliar

Contract Number:

308544

Reservation taken by:

aguliar

Date:

19 Feb 2014

Status:

Tentative

PLEASE READ THE ENTIRE CONTENTS OF THIS AGREEMENT BEFORE SIGNING, AS IT HAS A SIGNIFICANT EFFECT ON LEGAL RIGHTS. THIS AGREEMENT IS INTENDED TO PROTECT THE CITY FROM ALL LIABILITY RELATED TO USE OF A CITY OF RENO FACILITY.

In consideration of the City of Reno and its respective employees, officers, and affiliates (hereafter "City") allowing the use of its equipment and facilities ("City Facility"), the undersigned on behalf of myself, entity, group, and organization and their related invitees, guests, volunteers, heirs, assigns and representatives (hereafter collectively "Users") agree that:

1. Users shall abide by all applicable laws and the City of Reno Facility Use Rules, Regulations and Guidelines. Failure of any of the Users to comply with this provision may, in addition to other penalties or remedies provided by law, result in revocation of the right to use the City Facility and/or an order to vacate the facility, along with FORFEITURE of any and all fees and deposits.
2. Users assume all risks which may be associated with and/or result from use of a City Facility or Park and agrees to hold harmless, release, defend and indemnify, not excluding City's right to participate, from and against all liability, claims, actions, damages, losses and expenses, including but not limited to reasonable attorney's fees and costs arising out of or related to any loss, damage or injury, including death, associated with and/or resulting from use of a City Facility or Park. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.
3. Users agree to forever discharge and release City from any legal liability and agree not to sue City for such injuries or property damage caused by and/or resulting from use of a City Facility.
4. Users agree to reimburse City for any and all damages done to its property by any of the Users and related activities conducted at a City Facility except those directly and proximately caused as a result of an intentional or grossly negligent act of City.
5. Users agree to give City prompt and timely notice of any claims made or suit instituted which may directly or indirectly affect City.
6. Users agree that any and all disputes between Users and City arising from use of a City Facility and/or pertaining to this agreement, including any claims for personal injury or death, will be governed by the laws of the State of Nevada, and exclusive jurisdiction thereof will be in the State Court of the County of Washoe, State of Nevada.
7. In the event that any portion of this agreement is found to be unenforceable, the remaining terms and conditions shall be fully enforceable and shall be binding to the fullest extent permitted by law.
8. The undersigned certifies that he/she has authority to enter into this agreement on behalf of Users and is executing this agreement on Users' behalf.

SPECIAL EVENT - Park Rental Information

- A. Summer Hours are: 10am - 8pm (May through Labor Day) and Winter Hours are: 10am - 6pm (September through April).
- B. Park areas are open on holidays. Regular rental rates apply.
- C. A Beer/Wine ONLY permit is required if any Beer/Wine (NO other type of alcohol is allowed) will be consumed at event.
- D. Requested dates are tentatively reserved. The completed contract must be signed and payment made within three business days from the date the reservation was made. If this is not completed, the tentative reservation will be canceled and the date/location will be made available to other users.
- E. GLASS bottles or beverage containers prohibited.
- F. Insurance may be required.
- G. Bounce house requests will be reviewed on a case by case basis and allowed depending upon the park and date selected.
- H. Electricity, where available, is 110V/15amp, two 220V. Users may need to supply their own generator.
- I. **Amplified Sound:** Per Reno Municipal Code 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor. Amplified sound is permitted at parks with a Sound Amplification Permit. The Amplified Sound Permit must be in the possession of the person operating the sound amplification equipment and must be shown, upon demand to any member of the City of Reno Police and/or Parks & Recreation Department. The Amplified Sound Permit does not grant permission to disturb the peace or violate RMC 8.23.085.
- J. Shade canopies may be anchored by sand bags or water buckets only - stakes are prohibited.
- K. Information and photographs of rentable shelters are available at www.cityofreno.com/com_service/parks/picnicareas
- L. Violation of the permit and/or facility rules may result in closure of the event, loss of deposit, and/or additional fees.
- M. **Restrictions On Use Without Permit:** Persons using a facility which may be reserved by obtaining a permit, but who has not obtained one, shall vacate the area when the holders of a valid permit present themselves. When no permit has been issued, then the use of such areas shall be on a first come, first served basis consistent and compatible with their intended use.
- N. **Park Refund Policy:** If reservations are canceled at least 30 days prior to the scheduled event, a full refund less \$25 administrative fee will be given. There will be no refunds for reservations canceled with less than a 30 day notice.
- O. **Special Event Load-in/Set up:** The City of Reno parks, Recreation & Community Services Department enters into a binding and legal document through the reservation contract. This contract is signed by the event organizer or designee who is the

User: aguilar

Contract Number: 308544
Date: 19 Feb 2014

Reservation taken by: aguilar
Status: Tentative

person who will be held responsible to meet the terms and conditions of the contract.

The set up time is included in the reservation and should set up begin before that time, the deposit will be forfeited.
Please review the contracted times on the reservation - the event organizer, vendors and performers shall not be in the park until the time listed on the contract.

Start time, sometimes referred to as load-in, is the time specified in the contract for set up of an event. This includes delivery of supplies that will be set up in the venue for the event such as tents, canopies, chairs & tables, food, beverage, crafters, etc. It also includes the time that the organizer starts putting up banners, laying out the venue with seating or locations for booths.

Delivery of portable restrooms, temporary buildings or canopies and equipment such as pianos delivered to the stage area must be coordinated with the Recreation Supervisor at least 48 hours in advance in order to avoid additional fees.

A rehearsal fee is available for those events that need to practice the night before the event. This is booked through the reservation process and once again, the times are included as a part of the reservation contract.

The City's contracted House Technician and the event's Technical Manager may access the park prior to the contracted times if the technical needs of the event exceed the normal set up time for amphitheater lighting, sound and flooring. This must be approved by the Recreation Supervisor at least 48 hours in advance.

P. Audience members are not allowed on the stage.

X: _____ X: _____

Jeromy Manke

Name: _____

Build Our Center
Box 54
Reno NV 89504
USA

Title: _____

Home: ()
Business: (775)815-9450
Fax: (775)

Date: _____ Date: _____

WINGFIELD PARK

Scale 1" = 50'



TRUCKEE RIVER

TRUCKEE RIVER

TRUCKEE RIVER

N. ARLINGTON AVENUE

AMPLITHEATER

DANCE FLOOR

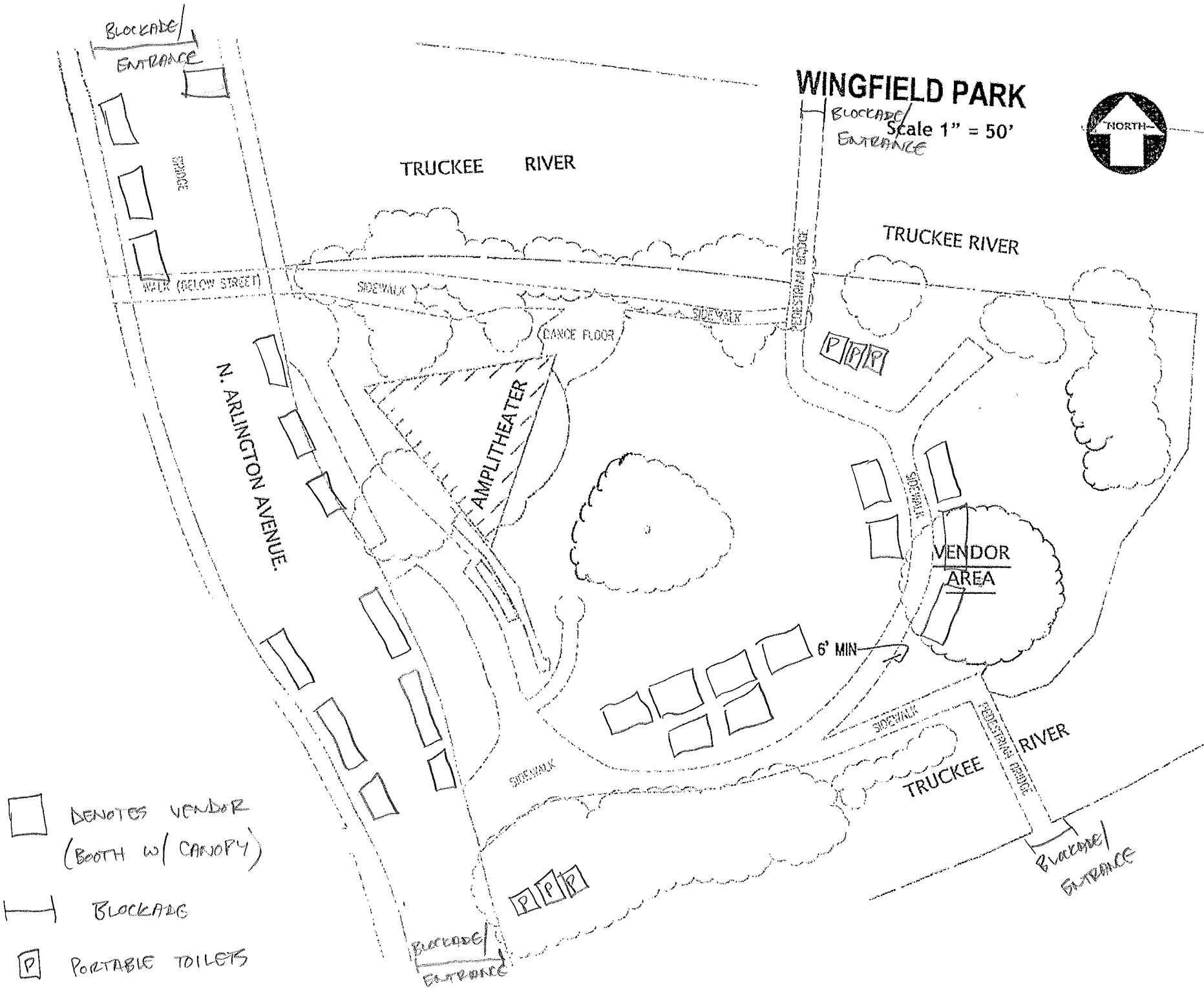
VENDOR AREA

6' MIN

□ DENOTES VENDOR
(BOOTH w/ CANOPY)

—|— BLOCKADE

□ PORTABLE TOILETS



LEGEND



- ELECTRIC
- LIGHT POLE W/ ELECTRIC

TRUCKEE RIVER

BRIDGE

WALK (BELOW STREET)

N. ARLINGTON AVENUE

TRUCKEE RIVER

West Wingfield Park

Scale 1" = 50'

ACCESS ROAD

